

**BROWN DEER VILLAGE BOARD
MARCH 15, 2021 MEETING MINUTES
VIRTUAL MEETING BY PHONE DUE TO COVID-19 PANDEMIC**

The meeting was called to order by President Montgomery at 6:30 P.M.

I. Roll Call

Present: Village President Montgomery; Trustees: Baker, Booker, Cherry, Quirk, Spencer, Springman

Also, Present: Michael Hall, Village Manager; Susan Hudson, Comptroller; John Fuchs, Village Attorney.

II. Persons Desiring to be Heard – NONE.

III. Elected Officials & Staff Reports – No Discussion or Actions will be taken on reports.

IV. Consent Agenda for Village Board

- A) Consideration of Minutes: March 1, 2021 – Regular Meeting
- B) January 2021 financial Reports
- C) Consideration of February 2021 Vouchers

It was moved by Trustee Quirk and seconded by Trustee Springman to approve the consent agenda item. The motion carried unanimously.

V. New Business

- A) Possible Action on Amending Ordinance Section 6-1 of the Brown Deer Village Code Pertaining to Animals At-Large

A citizen complaint prompted this consideration to come before the Traffic and Public Safety Committee. The Village of Brown Deer's current Ordinance 6-1 defines animals at-large as: "At large means that an animal is off the premises of its owner and not on a leash or otherwise under the immediate control of a person capable of restraining the animal." The recommendation of the Traffic and Public Safety Committee was to expand the definition of "at-large" to match other communities in Milwaukee County. Those recommendations are reflected in the ordinance presented to the Village Board.

It was moved by President Montgomery and seconded by Trustee Quirk to approve the amendment to Ordinance Section 6-1. The motion carried unanimously.

- B) Discussion and Possible Action on Fees for the Board of Appeals Hearing on Vicious Dog

A few years ago, Ordinance 6-7 was changed to deal with appeals to the designation that a dog has been declared vicious. Since that change no one has appealed the designation of a dog being declared vicious. Ordinance 6-7 states the following: "If an owner contests the designation of the dog as vicious, the owner must make a written request for a hearing to the board of appeals within ten days of receipt of the notice. The board of appeals will convene a hearing. At the hearing, the owner, the police department, the health department, or any other interested party shall have the opportunity to present evidence as to why the dog should not be declared vicious." The Board of Appeals usually hears cases on variances to zoning and building ordinances. Currently all Board of Appeal hearings cost \$350. We are anticipating an appeal to a dog being declared vicious recently. We believe the

standard \$350 for the Board of Appeals may be too much. We are suggesting \$100 but are open to the Village Board direction on setting a fee for hearing cases on vicious dogs.

It was moved by Trustee Spring and seconded by Trustee Cherry to approve the fees for the Board of Appeals Hearing on Vicious Dog. The motion carried 6-1 with Trustee Booker voting against

- C) Approve the Lease Agreement Between the U.S. Government at 4301 W Brown Deer Rd and the Village of Brown Deer Library

This is renewal of a lease with the armed forces for 5 years in the new library. The Armed Forces occupy 19% of the new building. The yearly cost to the armed forces would be \$15,255 for operating costs. The operating cost are calculated below in the spreadsheet. The base rent is \$19.50 per square foot. They occupy 5,565 square feet. That is \$108,517.50 base plus the \$15,255 for operating costs giving a grand total of \$123,772 per year.

It was moved by Trustee Springman and seconded by Trustee Baker to approve the Lease Agreement between the US Government and Brown Deer Library. The motion carried unanimously.

- D) Discussion and Possible Action on Committee, Commission, and Board Member Attendance

Trustee Baker = Schedule one on one meetings with each trustee semi-annually
Trustee Baker = Summarize past goals for the last 8 year and the status of the goals

Trustee Booker = Review and update the drop box
Trustee Booker = Review the Village ordinances as needed

Trustee Cherry = Make changes to the Finance Department
Trustee Cherry = Customer service training

President Montgomery = Schedule quarterly PIMs with the public
President Montgomery = Provide guidance and training for new Board members
President Montgomery = Update the Comprehensive Plan

Trustee Spencer = Create a Hotline to answer questions
Trustee Spencer = Create an inventory of vacant properties

Trustee Springman = Keep the annual General Fund expenditures to less than 1% increase
Trustee Springman = Cross train employees in multiple departments

Trustee Quirk = Find other communities willing to join the Brown Deer library.
Trustee Quirk = Create funding plan to develop API site.
Trustee Quirk = Create one polling location at the Brown Deer School
Trustee Quirk = Promote the new website.
Trustee Quirk = Explore uses for the old Glendale Clinic site.
Trustee Quirk = Hold PIMs on the DOT projects affecting the Village in 2021 and 2022.

No Action required

- E) Establish Village Board Goals for the Village of Brown Deer and the Village Manager in 2021

No Action required

VI. Recess into Closed Session Pursuant to §19.85(1) (e) Wisconsin Statutes for the following reasons:

(c) To consider, employment, promotion, compensation, or performance valuation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

A) 2020 Village Manager Evaluation

No Action required as closed session was cancelled.

VII. Reconvene into Open Session for Possible Action on Closed Session Deliberations

VIII. Adjournment

It was moved by Trustee Springman and seconded by Trustee Spencer to adjourn at 8:06 p.m. The motion carried unanimously.



Susan Hudson, Deputy Village Clerk